

«today»

«full_name»

«address_line1»

«address_line2»

«address_line3»

«city», «state» «zip»

Dear «full_name»:

Your phone meeting to reconsider is scheduled for _____.

Please call me at «mgmt_company_phone» on that day and time. If you do not call, your application will not be reconsidered for housing.

Thank you.

Sincerely,

<<rental agent>>

«mgmt_company»